

CITY OF BRYAN

JOB DESCRIPTION – 1409/1498/1499

Working Title: LIBRARY CLERK

Career Ladder: BUSINESS OPERATIONS **Level:** 120

Department: BRYAN-COLLEGE STATION LIBRARY SYSTEM

SUMMARY AND PRIMARY FUNCTION

This position interacts with citizens of all ages in representing the cities of Bryan and College Station to provide a wide variety of library services utilizing knowledge of automated systems, policies and procedures of the circulation department of the library divisions.

This position is a rotating schedule including Evenings and Saturdays.

QUALIFICATIONS AND SKILLS

High school diploma or equivalent, plus some course work or computer training beyond high school.

1-2 years related experience in office environment, preferably including some customer contact.

Demonstrated capability in use of standard office equipment and machinery.

Demonstrated capability in operating a personal computer and in using standard word processing and spreadsheet applications.

OTHER SKILLS AND ABILITIES – PREFERRED

Ability to proofread materials to ensure accuracy.

Ability to organize data using the Dewey Decimal System.

Ability to use numerical and alphabetical systems for filing and record-keeping.

Ability to provide instruction and train new or temporary employees in the same level of duties.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Computer, laser bar code scanner, networked printers and other printers, copier, typewriter, telephone and calculator.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.